Summer Latch Key

Parent Handbook

June 3rd – July 31st 2019



“Hands that Help, Hearts that Love”

E-mail: childcare@fumcclovis.net

1501 S. Sycamore Director: Melissa Siliceo

Clovis, NM 88101 575-763-8969

***Index***

Welcome 3  
Mission Statement 3  
Philosophy 4  
Program Description 4  
 Summer Latch Key Program 4 Meals..…………………………………………………………………………………..….5 Snacks.………………………………………………………………………………….….5 Breakfast/Lunches………………………………………………………………….…......5 Open Door Policy .5  
Parent Participation/Parent Involvement .6  
 Parent/Child Orientation .6  
Toys, Books, and Videos 6  
Celebrations 6   
Clothing 7  
General Curriculum 7  
 Accidents 8  
 Written Policies & Procedures 8  
 Registration 8 Admission and Discharge 9  
Absence.………………………………………………………………………………..… 9

Arrival and Dismissal 10

Field Trips 10

Tuition 11  
 Supply fee …………………………………………………………………………….. 11

Insufficient Funds …………………………………...…………………..…….…….. . 11  
 Illness 11  
 Medication 12  
Missing Child 12

Emergency & Disaster Procedures/Policies/Plans……………………….…...….….. 13   
Confidentiality of Records 13  
Child Guidance Policy 14  
 Discipline 14  
State Licensing Regulations 15  
Suspected Child Abuse or Neglect 15

Grievance Procedure 15

Personnel & Staff 15  
Schedules 16

***First United Methodist Church***

***Summer Latch Key Handbook***

Welcome to First United Methodist Summer Latch Key. We are pleased to be able to serve you and your child(ren). This handbook is a guide in helping answer your questions concerning our philosophy, programs, and schedules.

If you have any questions or concerns as a result of reading this handbook, please direct them to, Melissa Siliceo, Director. She may be reached at (575)-763-8969 or by e-mail childcare@fumcclovis.net.

***FUMC MISSION STATEMENT:***

The purpose of the First United Methodist Church Child Care Program is to provide a ministry to the church and a service to the community.

We will provide training, activities, and education for a wide variety of ages, in a Christian atmosphere. We intend to help our children grow socially, emotionally, spiritually, physically, and intellectually through a variety of learning experiences that will enrich his/her understanding of the world.

We will provide a Christian atmosphere of love and acceptance that will help each child feel secure in another place besides home and to encourage self-discipline and independence.

We will also provide a variety of activities that will promote development of skills in readiness for more education when the child and parents feel ready, at an affordable rate.

***OUR PHILOSOPHY***

We believe children at First United Methodist Church learn best through:

* hands-on activities and play-inside and outside
* music, movement and fantasy play
* real life experiences such as field-trips, walks and visitors
* an environment that offers opportunities and choices that build independence
* a child-centered environment in which the children have responsibility for a constructive, guiding and trustful interactions with their teachers
* a safe environment provided by consistency and predictability of routines and boundaries
* teacher/family collaboration and communication
* a staff that respects and understands the different ways in which children developfamily-style dining, which encourages language, social awareness and fine motor skills
* teachers who facilitate their engagement, expand their experiences and who challenge and stimulate them

***PROGRAM DESCRIPTION***

***SUMMER SCHOOL LATCH KEY PROGRAM:***

First United Methodist Church (FUMC) is located at 1501 Sycamore Street. Our phone number is 763-8969. Our e-mail address is [childcare@fumcclovis.net](mailto:childcare@fumcclovis.net) this service is provided for children enrolled in Kindergarten thru summer after 6th grade. The program begins June 3rd and ends July 31st, Monday through Friday 7:30 am to 5:30 pm. Our program is available for parents to sign their children up for full time, daily, or drop-in attendance. Our program will be closed Thursday, July 4th & Friday, July 5th in observance of Independence Day.

We are a non-profit, self-supporting mission of the local church. The childcare programs are governed by a Child Care Board, and the Staff Parish Relations Committee of the local church. We are a 2 STAR State of New Mexico licensed day care center with varied programs for children of all ages.

The tuition paid by the patrons attending our programs at First United Methodist Church helps provide the program insurance, equipment, salaries, supplies, and food of the Child Care Program.

We shall provide a very positive experience for all children in a Christian atmosphere. Loving, caring, fairness and kindness are very important to us. We strive to meet these goals by accepting children as they are, with love and concern for each child as an individual thus stimulating growth, development, and socialization. We will encourage skills in sharing, cooperating, following directions, and being helpful members of a group of children.

***MEALS:***

***SNACKS:***

We will provide an afternoon snack every day. A monthly calendar will be provided. If your child has severe allergies you will need to provide their snack.

***BREAKFAST and LUNCHES:***

Children may bring breakfast, and lunch from home or participate in our optional Breakfast and “Free Lunch Program”. We ask that **NO** gum or candy (or any type food with high sugar content) be placed in lunch boxes. We would ask that lunches have a warm-up time of no more than 1 minute and they already be in a microwavable dish. **If a child brings a lunch, the lunch needs to come with the child in the morning or the child will be signed up for the “Free Lunch Program”. If your child will be late to Summer Latch Key, but will need a free lunch, please call by 8:30 am to ensure a lunch is ordered for your child. Breakfast will be served from 7:45 and lunch at 12:00. If your child comes late to either meal they will not be guaranteed a lunch or breakfast unless we are notified by 8:00 am.**

**PLEASE KEEP US INFORMED IF YOUR CHILD IS ALLERGIC TO ANY FOODS WHATSOEVER!**

**\*\*\*\*WE RECOMMEND A LUNCH FROM THE FOUR DIFFERENT FOOD GROUPS, AVOIDING A LOT OF SWEETS\*\*\*\***

***OPEN DOOR POLICY:***

The First United Methodist Church Child Care Program has an open door policy at all times. Do remember that the teacher’s first responsibility is supervision of your child. Please direct all conversations and questions to the Director or on site- supervisor if director is not available. We know communication is **Everything** between teacher and parent. We will make ourselves available to parents who need to have a conference with the teachers, Supervisor, or Childcare Director. If you have a question or would like to set up a conference you may leave a message and a conference time will be set up. We ask that if you have a question or concern please bring it to us. We can’t solve a problem if we don’t know about it. We can be reached at (575) 763-8969, or be e-mail childcare@fumcclovis.net. Your comments are always welcomed. **Please respect us enough to talk to the Director rather than to others about a complaint or problem you may have. Taking to any form of social media to “bash” the school or any employee will be grounds for expulsion.**

*Attitude and the spirit in which we communicate are as important as the words we say.* Charles Stanley

***PARENT PARTICIPATION/PARENT INVOLVEMENT:***

***PARENT/CHILD ORIENTATION:***

There will be an orientation meeting Monday, June 3rd at 7:15 am. We will be discussing field trip policies, important reminders and be handing out packets that will need to be signed and returned by June 7th.

In order to register your child a $35.00 non-refundable registration fee is required.

Parents are encouraged to become as involved in the program’s operation as their schedule will permit.

Suggestions for involvement are:

* Discuss your child’s day with their child care worker.
* Showing interest in your child’s activities and carrying on related activities/conversations at home
* Attending special family functions (parties, picnics, field trips, etc.)
* Help with fund raisers
* Sharing customs, hobbies, and careers with the children

If you are interested in sharing your talents, let the staff know. First United Methodist Church maintains an open door policy for parents. **You are welcome to get involved.**

***TOYS, BOOKS, and VIDEOS:***

***We will allow NO technology at the program. If a child brings electronics to the program we will not be liable for lost, damaged or stolen devices.***

Toys should not be brought from home any day, unless the supervisor has sent home a note stating otherwise. Children may read books brought from home during free time but the program will not be responsible for lost or damaged toys or books. Please **do not allow your child to bring guns, swords, breakable things**, **or any toys of this nature.**  We will put up any toy weapons and return them only when the child is picked up.

***CELEBRATIONS:***

Children love to celebrate their birthdays. Parents may arrange to bring refreshments to celebrate your child’s birthday. Please make it simple and make arrangements with one of the On-Site-Supervisors.  Some of our children have food allergies. Please do not send birthday party invitations to pass out unless **ALL** of the children are to receive one.

*Set an example of good works yourself, with integrity and dignity in your teaching*. Titus 2:7

***CLOTHING:***

Please send your children in comfortable clothing suitable for playing. Girls should wear shorts under their dresses and no “dress-up” high heels. Children need to be dressed for the weather. Sunscreen will be used to protect children while they are playing outside. **You are required to provide sunscreen**. **EVERY CHILD MUST HAVE A SPARE SET OF CLOTHING AT THE PROGRAM AT ALL TIMES** we will not be liable for **lost or damaged clothing.**

***GENERAL CURRICULUM:***

Since children learn through play, we plan our indoor and outdoor time to encourage constructive play activities.  Through play, children re-enact experiences, try out different roles, express ideas, develop vocabulary, process information, widen their world view and relate to one another.  Our curriculum is child-centered, starting with what interests the children and expanded through teacher-directed activities.  We believe that adults need to facilitate learning by discussing with the children what they see, hear, smell, taste, touch and feel, helping them to increase understanding.  Knowing that children learn from what adults do, we model the behavior we want to encourage.  We strive to show understanding and respect for each person and to use words to express needs and feelings.

We try to learn from mistakes instead of labeling them as failures.  We believe that growth and development happen best in a supportive, safe and orderly environment where rules, limits, expectations and plans are known.  We strive to be clear, consistent and firm.  Teachers will use their own judgment in determining the length of time to focus on an area depending on the interest level of the children.  Flexibility is crucial for following the interests of the children.

Children learn through doing - active play rather than passive learning.  Children also understand things that are real and concrete rather than abstract.  Our program addresses the needs of the whole child, taking into account all of their developmental needs: physical, motor, social, emotional, language and cognitive.  Our program is based on the belief that not all children share the same interests.  We allow children to make many choices, especially regarding the activities in which they wish to participate.  Our goal is to shape the program around the children rather than fitting the children into the program.

***ACCIDENTS:***

The staff at FUMC tries very hard through their supervision of children to prevent accidents.  Nevertheless there are certain risks and hazards that may arise in the course of your child’s activities.

A parent will be called immediately if there is an accident or emergency that requires more attention than the first aid a staff member can give. If the child needs to be seen in the emergency room, the Director will accompany the child in an ambulance.

Any type of less serious accidents such as minor injuries, i.e. falls, bumps, cuts. etc. will be reported to the parents when the child is picked up. An accident report will be filled out on all incidents that happen at FUMC; the parents will sign the report and a copy of the report will be placed in your child’s file.

If your child has a serious accident we will assess the situation, determine whether to call 911, transport the child to the nearest emergency room ourselves, or call you to pick them up.  It is the parents’ responsibility to make sure that those persons listed as emergency contacts understand their responsibilities if the parents cannot be found or notified. First United Methodist Church **does not provide medical insurance** for accidents and has a limited policy on injuries that happen at the Church.

***WRITTEN POLICIES & PROCEDURES***

***ENROLLMENT AND DISENROLLMENT***

***REGISTRATION:***

A parent must complete a registration form. We will ask all parents to sign authorizations giving First United Methodist Church permission for emergency transportation, medical treatment, field trips, and acknowledge that you read the program policy manual. We are unable to accept enrollment forms that are not completed. Please provide all required information, and a copy of your child’s shot records.

We will accept only those children for whom we have the capability of providing for their social, physical, and psychological needs. This applies to the needs we can meet with the staff we have available. If we choose to do so, we may enroll a child on a **TRIAL** basis, and if we are unable to meet the child’s needs with the facility and staff available, the parent will need to make other arrangements.

***ADMISSION & DISCHARGE:***

***SUMMER LATCH KEY PROGRAM:***

Children will be enrolled on a "First Come, First Serve" basis. Enrollment will continue as long as space is available. Our enrollment capacity is 52 students. Any children enrolling after we have filled all vacancies will be placed on a waiting list and enrolled when space becomes available.

Parents needing to withdraw their children from the Latch Key program must give the Director of the program a two week notice prior to the last attending day that your child will be withdrawn. Withdrawals must be made properly; either by calling the office or in written form including the dates of the notice and last attending day. Failure to provide proper notification will extend your tuition payment two weeks beyond the last attending day. In the event an exception arises, the decision will be made by the Director and Child Care Board.

Grounds for dismissal will include behavioral problems that have been discussed with the parents but not corrected. Also if a child places any type of a threat towards another child or a child care worker either in writing or verbal, will be cause for discharge.

Types of Enrollment:

Full Time: Attending Monday-Friday

Part-Time: A consistent weekly schedule that is not 5 days a week. For example M-W-F, or every T-W. Schedule must be given at the beginning of the summer and any changes must be submitted in writing before tuition changes can be made.

Drop-In: Inconsistent schedule. Drop in has limited spots and is available on a first come first serve basis. Call ahead for availability as soon as possible. You must remit payment when signing child into the program that day.

***ABSENCE***

In the event that your child will be absent, please call the Director or the On-Site Supervisor in a timely manner; notification ensures that all field trips may be carried out as planned. I fully understand due to teacher staffing, supplies, and state ratios that once my child’s schedule is given it will remain until the following invoice period and all changes must be submitted in writing. I understand I will be responsible to pay the tuition as billed for the invoiced period. Please notify the program if your child will not be attending.

***ARRIVAL AND DISMISSAL***

You will be required to sign-in your child when dropped off at the church and to sign-out when picking up. Our staff will not release a child to anyone other than the contacts written on the enrollment form. If someone other than a name on the authorization list plans to pick up your child, we need to know in advance. In order for us to release your child to someone other than the authorized individual, a telephone call and/or e-mail with the complete name of the person picking up your child is required and picture ID will be required from the person picking up your child.

**Keyless Entry System**

When you enter the building you will need to come through the door with our keyless entry system. Each family will be issued a personal ID Code that is specific to them. Please only give this number to the people who pick up your child(ren) ***regularly***. Anyone who will pick up for you in an emergency or just once to help out can use our video doorbell and we will come to the door to let them in. You will still need to sign your child in and out at their individual classes on the sing in/out sheet. We will not be using the keyless entry for this purpose, for now it is just for entry to the building during program hours. Anyone picking up that has not done so before or the teacher does not know will still need a picture ID and be on your list even if they have your ID Code to enter the building.

***If your child is not picked up by 5:30 a late charge of $1.75 a minute will be charged to your account.***

***Children are not permitted to be dropped off while out on field trips. Due to transportation arrangements. Our leave times will be communicated with families. If we have already left the premises you will need to make other arrangements for care. Children will be allowed to join the group upon our return to the church.***

Children are allowed to be signed out by approved adults while off campus. They must bring an ID, and sign the child out with the approval of a site-supervisor while on field trips

***FIELD TRIPS:***

Taking the children on field trips is one of the great advantages we have at First UMC.  We require an individually signed permission slip for each trip.  All field trips have been approved by the Director. A monthly calendar will be available of all the daily events for each parent. Your child’s safety is a high priority for us. For us to do our part in keeping the children safe your child will be expected to do their part to remain safe while off site. If your child is unable to follow all program rules on field trips you will be notified that day and you will have to find arrangements for your child the following day for they will be suspended from the field trip. If your child gets suspended from 3 or more field trips they will no longer be able to attend our program.

**TUITION**

Fees will be reviewed and determined on an annual basis by the Child Care Board and Finance Committees. Payments are due on the 1st of the month; payments will be considered late after the 10th of the month. We accept the following payment methods: Cash, Check, and Online through fumcclovis.net. If you choose to utilize our online payment method each payment must include an additional $**5.00** to cover processing fees. If payments are not received by the last day of the month your child’s spot will be given to a family on the wait list. Payments must be rendered **before** care is provided. There will be a minimum charge of two days per week.

Because First United Methodist Church is a non-profit organization and maintains a tight budget, we try to keep our rates affordable and as low as possible **but we will not be able to give discounts, credits, or refunds for absences** once you sign a monthly agreement.

Summer vacations **AND EXTENDED ABSENCES** are allowed, up to two weeks. The Director needs to know ahead of time so you will **NOT** get charged for those days.

**SUPPLY FEE**

There will be a $25.00 supply fee added to the first invoice at the beginning of the summer.

***INSUFFICIENT FEES:***

If a parent gives FUMC a check that **is returned for insufficient funds**, the parent will be contacted, requesting that cash for the fees owed plus a $30.00 fee be brought to the church as soon as possible.

If it happens a second time the parent will be notified that the child can remain enrolled but all fees will need to **be paid in cash only**. FUMC will reserve the right not to accept checks from parents that have more than two returned checks to the church for non-payment.

***ILLNESS:***

We are a facility that cares for well children.  If, by chance, your child comes sick, it will be our responsibility to call and have you makes arrangements to come and get your child immediately. While we know how inconvenient it can be for a parent to have to stay at home with a sick child instead of being at work or school, we have a responsibility to all the children and their parents.  Consequently, we have developed the following policies: **IF YOUR CHILD HAS SYMPTOMS OF VOMITING, CROUPING, SEVERE CHEST COLD, DIARRHEA, TEMPERATURE OF 100 degrees, OR SEVERE EAR ACHE, PLEASE KEEP HIM/HER HOME FOR 24 HOURS.**

***MEDICATION:***

In order for our staff to give any kind of medication, we need signed permission from you and written directions about when and how much medication to administer from the child’s healthcare provider. **ALL CHILDREN’S MEDICATIONS MUST BE IN THE ORIGINAL CONTAINER AND LABELED.** Please secure the proper form from the office when leaving medicine. Without this form, medication will not be given to your child. If your child needs Tylenol to keep a fever down, he/she will not be permitted to attend our program.

A written record of the dosage, date & time a child is given medication with the signature of the staff who administered the medication will be kept. This information will be provided to the parent or guardian who IN TURN will initial/date acknowledgment of the information received on the day the medication is given.

Medication must be brought in its original container, which shall include the name of the child, the dosage, and the hours when the medication is to be given.  Cough drops and throat lozenges are an over-the-counter medication and often mask a more serious condition.  Therefore, we do not allow them in the program unless we have a note from a doctor.

New Mexico State Licensing requires parents to acknowledge daily, any sunscreen, ointment, or other over-the-counter medications that were given to their child while they were at our program.  Your signature when you sign your child out is your acknowledgement that you are aware of any medications that were given or applied. Child care workers will discuss daily the times and type(s) of medication that were given or applied to your child.

***MISSING CHILD:***

If a child is found missing from First Methodist Church Child Care Program, one teacher will call another child care provider to come over and help with the remaining children while the other teacher searches the immediate area of the facility. If the child is not located, the parents will be called as well as the police while one teacher continues to search for the missing child by again searching the vicinity on foot or in their vehicle.

Incidents of missing children will be reported by phone and a written report will be sent to the Preventive Services Division of the New Mexico Children Youth and Families Department.

***EMERGENCY & DISASTER PROCEDURES/POLICIES/PLANS:***

***EVACUATIONS***

On-Site Evacuation Meeting Place: **FRONT PARKING LOT**

Children will be escorted to the designated meeting spot; all areas of the building will be searched to ensure all children have evacuated. Attendance will be conducted. Notification of parents/guardians or emergency contacts will be completed.

Off-Site Evacuation Meeting Place: **YUCCA MIDDLE SCHOOL**

Children will be escorted to the designated meeting spot; all areas of the building will be searched to ensure all children have evacuated. Attendance will be conducted. Notification of parents/guardians or emergency contacts will be completed.

**\*\*\*\*CIRCUMSTANCES OF ANY GIVEN DISASTER MAY NECCESSITATE CHANGING EVACUATION SITE. THE DIRECTOR or ON SITE SUPERVISOR IS RESPONSIBLE FOR IDENTIFYING AN ALTERNATE LOCATION. ALTERNATE EVACUATION LOCATION WILL BE POSTED ON THE MAIN DOOR OF FUMC OR PREVIOUSLY DESIGNATED PLACE\*\*\*\***

Visually Impaired Students will be evacuated as follows: verbal notification of the location of the student, the nature of the emergency, obstacles, and conditions. Verbal notification will be given to orient the student of their new surroundings as soon as safety has been reached. Further assistance will be given as needed.

Hearing Impaired Students will be evacuated as follows: Light switches will be flashed off and on to gain a student’s attention. Simple gestures, sign language and/or written directions will be facilitated to communicate the student to safety.

Wheelchair Confined Students will be evacuated as follows: Students with respirators will have priority assistance if smoke is present. Student will be secured in the chair with seat belt if appropriate. Assistance will be given to control the chair as needed. Footrests will be locked as soon as safety has been reached.

***CONFIDENTIALITY OF RECORDS:***

All records of the children in our program and our staff are kept confidential. NO ONE will be allowed to review them, except the staff members, law enforcement officers with proper paperwork, an authorized employee of the Health and Environment Department of the State of New Mexico.

***CHILD GUIDANCE POLICY***

Each staff person and child at First United Methodist Church is special and will be treated with respect at all times. Any type of behavior intended to physically or emotionally hurt someone will not be tolerated at FUMC. Only positive guidance is a learning tool to provide children with the guidance and security necessary for emotional and social growth.

Positive guidance methods used in this learning process include: redirection, positive reinforcement, alternative choices, problem solving techniques, modeling, limit setting (Maximum time out will not exceed (5) five minutes), and as a last resort, time out away from the situation and group to calm down for a period of time geared to the age of the child., and then the child will be directed to a constructive activity in a positive way. Parents will be notified if frequent "time out" is needed. (Individual behavior plans will be developed for children who have persistent behavior problems) Each of the staff at FUMC has been oriented to implement each of these procedures.

Part of the First Methodist Church program is to provide acceptable group behavior.

**Discipline** is defined as training that enables the child to develop self-control and orderly conduct in relationships with peers and adults. Discipline is an ongoing process with children and for maximum learning to occur, immediate and consistent reinforcement is important. Because you have entrusted your child to our care for a large portion of the day, we feel obligated to handle each situation as we deem necessary at the time the situation arises.

**AT FUMC,** we encourage self-control and responsibility for one’s own actions; Reasonable rules are established for all ages. Respect for each other, self, peers, and authority is taught with love and consistency. However, there are occasions when a child creates a situation which infringes upon the rights of the other children and the child care provider. The child needs to know that you, as parents, support us as the authority while the child is in our care. Examples of behavior that will NOT be tolerated at FUMC are:  
 \* fighting and touching others in inappropriate ways  
 \* profanity and name calling  
 \* destructive acts against the church and/or community property  
 \* lack of respect for staff and peers  
 \* harming other children  
 \* deliberate disobedience  
 \* continued disruption

We will work with the parents to correct all forms of behavior, but if we find that our discipline procedures are not working, we may need to dismiss the child from the program. Prior to dismissal from the program we will take proactive measures to discuss the situation with the parent, to see if the behavior can be corrected. **If a child places any threat, written or verbal, on a staff member or child at FUMC child care program, the child will be automatically dismissed from the program.**

***STATE LICENSING REGULATIONS***  
*This excerpt is taken from the State Licensing Regulations manual.*

*“The following disciplinary practices are prohibited in a child care center: Physical punishment; withdrawal of food, rest or bathroom opportunities; abusive or profane language, or any form of public or private humiliation including threats of physical punishment; unsupervised isolation of the child; and any other type of punishment that is hazardous to the physical or mental health of the child”.*

***SUSPECTED CHILD ABUSE OR NEGLECT:***

If any staff member of First United Methodist Church observes any signs of child abuse or neglect, it will be reported to the Director. The Director will note their findings on the child. The staff member and the Program Director will record their findings by using an accident, illness, or observation report form.

Any serious indications of abuse or neglect, or a pattern of such **by law** will be reported as follows:

* Staff will report cases to the Director of the program.
* Director will contact the Child Care Board
* **All cases** will be reported to Children's Protective Services and Preventive Services of the New Mexico Children, Youth, and Families Department and a written statement will be filed with the licensing authority.

***GRIEVANCE PROCEDURE***

If you have a grievance concerning anything about the After School Latch Key Program, you need to first visit with the child care provider directly involved in the matter. If you do not feel satisfied with the results of that contact, you should visit with the Director of FUMC Child Care and, if necessary, the Director will contact the Pastor or Childcare Board. Let me assure you that we want to cooperate with you in any way we can. We will pray about every situation and ask the Lord to guide us in reaching a solution that is in the best interest of everyone involved.

***PERSONNEL & STAFF***

All FUMC staff will obtain a criminal record background check and will be fingerprinted. Child care givers who work directly with children and who are counted in the staff/child ratios must be 18 years of age or older and must have training in first aid, CPR, and infection control. Personnel at FUMC are required to have 12 hours of child care training yearly.

***Summer Program Closures***

Due to the unpredictability of extreme weather, and emergencies, we reserve the right to close the program at any given time. We will not be able to reimburse or plan make-up days. Please know that we will handle all situations to the best of our abilities, and make wise choices when handling these matters on a case to case basis. The program will be closed July 4th & 5th in observance of Independence Day.